

**Minutes of the Meeting of Caversfield Parish Council
held on Wednesday 15 November 2017 at Fringford Village Hall at 7.30pm**

Present: Cllr Eleanor Booth-Davey (left at 9pm), Cllr John Gilmore (Chairman), Cllr June Nisbet (Vice-Chairman), Cllr Roger Shipway, Cllr Glenice Sutcliffe, Cllr Terry Williams

In attendance: Cllrs Lynn Pratt, and Jason Slaymaker (CDC) (from 7.50pm), Cllr Lawrie Stratford (OCC) (from 7.40pm), 2 members of the public, Mrs Jane Olds (Parish Clerk)

Apologies: None

1. Apologies for absence – to receive apologies

There were no apologies

2. Requests for Dispensations, Declarations of interest, gifts and hospitality

There were no declarations of interest or requests for dispensations.

3. Public Participation

Nothing was raised by the members of the public.

4. Reports from District and County Councillors and Police

Cllr Stratford reported that the County together with all the District Councils hoped to make a bid to the Government Housing Infrastructure Fund (HIF) which it was hoped would benefit the Bicester area in due course.

The Westgate Centre in Oxford had re-opened with two thirds of the shops currently occupied and the further third to be opened shortly; the temporary Library had been closed and the new one in the Centre would be opened before Christmas.

Concern had been raised with County regarding the delayed transfers of care from hospital and the OCC was to undergo an 18-week inspection of the care provision for the County. They were working with the Clinical Commissioning Group to ensure improvement.

The Bicester Village expansion and traffic management appeared to be working, but it remained to be seen how well during the busy Christmas period.

The OCC Environment and Economy Department had undergone a reorganisation and many of the projects had been held up, but were now starting to progress which included the Parish request for the crossing over the A4421. It was understood that a central refuge with changes to the road and speed limit could cost up to £80,000.

It was hoped that Gagle Brook Primary school would be opening in September 18 and applications for the school places were now open.

Cllrs Pratt and Slaymaker reported that the planning application for the nursing home on the Bicester side of Skimmingdish Lane (opposite the airfield) had been refused by the Planning Committee against the advice of the Officers, however the Planning Committee would be meeting again to consider it further following notification that the hearing had been flawed.

CDC full Council would be considering the Castle Quay 2 options at a meeting on 18 December.

5. Reports from the Village Management Companies

No reports had been received.

6. Report from the British American Committee

No report had been received. However, the Clerk had met the Chairman of the BAC at RAF Croughton and it was noted that there was a vacancy on the committee which they would like to fill from a Caversfield villager.

7. To receive and approve the Minutes of the Parish Council Meeting held on 20 September 2017

It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.

8. Update on progress from the Minutes

a. Register of Interest Form

The Clerk had sent off Cllr Williams' form and it had been published on CDC's website.

b. Partial Review of the Local Plan

The Clerk had sent off the response.

c. Skimmingdish Lane Telephone Box

The box had been removed.

d. Finger Post

The Clerk had reported the fingerpost during the summer. With the change of OCC staff it had been missed but it would be dealt with shortly.

e. Dog bin in the Park

The damaged dog bin by the Police House had been replaced by the DIO.

f. Flytipping on Aunt Em's Lane

The Clerk had reported the issue twice over the last two months but the report had been missed.

Following a further conversation, it had been checked and it was suspected to be asbestos so a specialised firm had been arranged to clear it up.

g. Playbus

The Clerk had been in touch with the organisers of the Playbus and they confirmed that they had funding until March so a grant could be considered in January.

9. Finance

a. To receive the bi-monthly financial report – for information

As at 1 November, the Accounts stood at:

Co-op Current Account	£8,888.91
NS&I Account	£2,351.39

There were no outstanding cheques.

The Current Account had received the second tranche of the Precept of £2,631.50.

The Standing Order of £110.84 to pay the Clerk cleared on 18 September and 17 October.

b. To consider the draft budget for 2018/19

The Clerk provided a draft budget for the meeting to consider. The Council **RESOLVED** to agree to consider the budget further at the January meeting once the full position of the grass cutting costs and the Tax Base were known.

c. To consider and agree to the Internal Auditor's letter of engagement

The Council considered the letter and **RESOLVED** to agree to it. It was signed by the Chairman and the clerk. The Clerk would send it to the Internal Auditor.

d. To consider invoices for payment itemised on the payment schedule

The Council **RESOLVED** to approve the following invoices for payment:

Cheque no:	Payee and reason	Budget	Amount
200122	Fringford Village Hall for hire of hall on 15 November	Hall Hire	£18.00
200123	Cherwell District Council for dog bin emptying (invoice no: 7004212)	Dog bin emptying	£384.38
200124	JMC Olds for Admin Expenses (printing £25.04, postage £2.50, telephone £1.01)	Admin costs	£28.55
	JMC Olds for Mileage Expenses	Mileage expenses	£11.79
	Total		£40.34
200125	Quadron / Iverde for verge cutting Skimmingdish Lane	Verge cutting	£180.00

Cheque no:	Payee and reason	Budget	Amount
	Quadron / Iverde for weed spraying Fringford Road	Weed spraying	£54.00
	Total		£234.00

- 10. Co-option of Councillors** – to consider nominations for the vacant Councillor seat
No nominations had been received. The Clerk would advertise again after Christmas.

11. Planning Applications

- a. To consider all recent Applications received** from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting.
- i. **17/01996/F**, T Maynard, 73 Thompson Drive, OX27 8FA for ‘Garage conversion’.
The Council considered the application and **RESOLVED** that there were no comments or objections to the plans.
- b. To note Notices of Decision**
The Councillors noted the following Notice of Decision:
- i. **17/01838/F**, Mr & Mrs Joshua and Bobby Jacob, at 2 Skimmingdish Lane, OX27 8UF for ‘Single storey side extension’. Refusal of permission for development
- c. Affordable Housing** – to consider any locations in the village suitable for affordable housing
The Council considered the request but **RESOLVED** to agree that as a Category C village with only conversions and minor infill permitted there were no areas in the village which could accommodate 15+ units.

12. Governance

- a. Financial Regulations** – to review and re-adopt the Financial Regulations
The Council considered the Financial Regulations and **RESOLVED** to re-adopt them without amendment. They would be reviewed in two years or sooner if there were any changes in legislation.
- b. Staffing Documents** – to consider a draft Staff Recruitment Policy and a draft Appraisal Policy
The Council considered the Staff Recruitment Policy and the Appraisal Policy and **RESOLVED** to agree both policies.
- c. Training and Development Policy** – to consider a draft training and development policy which covers both staff and Councillors
The Council considered the Training and Development Policy and **RESOLVED** to agree the policy.

d. Website Policy

i. To consider a draft website management policy

The Council **RESOLVED** to agree the website management policy.

ii. To appoint two Councillors to review the website

The Council **RESOLVED** to agree to appoint Cllrs Booth-Davey and Williams to review the website.

e. OALC

i. Data Protection Regulations – to note OALC's Briefing regarding the Introduction to the GDPR and to consider how to comply

The Council noted the briefing. The Clerk recommended that the appointment of the Data Protection Officer be included on the January Agenda. The current Data Protection policy would be adequate until May when it would be supplemented by the policy supplied by OALC to cover the GDPR.

ii. Courses – to consider attendance at any of the 2018 courses

The Council considered OALC's courses and **RESOLVED** to agree to Cllr Williams attending the Roles and Responsibilities course on 21 March. Cllrs Booth-Davey, Shipway and Sutcliffe expressed an interest in attending the Planning course in November 2018, but this would be reviewed nearer the time.

13. Parish Matters

a. Crossing the A4421 – to receive a progress report

This was covered in Cllr Stratford's report earlier in the meeting.

b. Grass Cutting and Weed Spraying – to consider quotations from contractors for cutting the verges on Skimmingdish Lane and weed spraying Fringford Road

The Clerk provided the meeting with two quotations and was awaiting a further quotation. The Council **RESOLVED** to agree to the Clerk obtaining at least one further quotation for consideration at the January meeting.

c. Snow Clearance – to consider the snow clearance agreement for the winter 2018/19

The Council **RESOLVED** to agree to continue with the arrangement with Richard Wise to clear the snow, in consultation with the Clerk, at a cost of £50 per hour plus VAT. The roads to be cleared were the Fringford Road from the northern white gates, through the village to the Southwold Lane Turn together with the whole of Skimmingdish Lane from the Fringford Road to the A4421 Buckingham Road. Additionally, the Council requested that Aunt Em's Lane be included to assist the E1 bus.

d. Oxfordshire Transport and Access to Services Survey – to consider a response

The Council responded to the questions which the Clerk would feed back to the CFO survey.

- e. **Community First Oxfordshire** – to consider a response to the Caversfield Cluster Community Profile document

The Council **RESOLVED** to agree that further consideration needed to be given to the document and that the response would be made in due course.

- 14. **Clerk CiLCA Course** – to receive an update and to consider funding one third of the Clerk's course costs.

The Clerk reported that she had completed and submitted Units 1 – 4 and was working on the final unit, Unit 5, which she hoped to have completed by early in the new year.

The Council **RESOLVED** to agree to fund one third of the course costs (the full total £490), on completion of the course, which would amount to £163, from the training budget.

- 15. **Training** – to consider funding one third of the Clerk's attendance at the SLCC Regional Seminar on 31 January

The Council **RESOLVED** to agree to contribute a third of £37.50 for the Clerk's attendance at the Seminar.

16. Reports from Meetings

- a. **RAF Croughton Civic Open Day** – 25 September

Cllr Nisbet and the Clerk attended the Open Day which was a useful networking event. With the development of the site, more of the housing stock in the village would be put back into use.

Comment was also made that it was good to see USAF staff at the Bicester Remembrance Service and Parade on 12 November.

- b. **Police Rural Community Resilience Group Meeting** – 2 November

Cllr Sutcliffe reported that the group covered the 38 villages around the Bicester rural area. A4 Notices had been provided with the details of the Policing team and the Clerk would ask for more for the noticeboards.

The only crime notified in the village had been that of push bike theft and the Police strongly recommended ensuring that bikes were secured with a strong lock.

Cllr Sutcliffe had obtained a number of other pieces of information which would be circulated to the Councillors. The Clerk would write to Sergeant O'Leary requesting a written report in time for the next meeting.

It was hoped that the next meeting would be on 21 February in a venue to be confirmed.

c. CDC Parish Liaison Meeting – 8 November

Cllr Nisbet and the Clerk attended the meeting. Cllr Wood gave his Leader's overview and also introduced Yvonne Rees CDC's new Chief Executive. Police Inspector John Batty gave a presentation on the policing of unlawful encampments and John McLaughlan from OCC gave a presentation on the Oxfordshire Comet bus and community transport.

d. Emergency Planning Workshop – 9 November

The Clerk had attended the workshop which would be helpful in creating an Emergency Plan for the village. The Clerk would be putting information provided by OCC up on the village website and would be starting to work on the plan.

17. Correspondence received

The Clerk presented the meeting with a list of correspondence received which included:

- a. Open Spaces Society** – Rights of Way register
- b. Bicester Heritage** – help getting drain unblocked by Highways
- c. Quadron / Idverde** – regarding Service Delivery
- d. OALC**- September and October Updates
- e. CDC, Yvonne Rees** – Peer Review
- f. CFO** – AGM invitation 26 October
- g. SCAS** – Oxfordshire Community Engagement Forum 16 November
- h. Jenny Collyer, MoD** – Giant Voice testing on 27 October
- i. Villager** – rubbish being dropped at the bus stop / shelter
- j. Clerks and Councils Direct**

18. Items for information or next Agenda only

a. Agenda items

The Clerk requested that all items for the next agenda should be submitted by Wednesday 3 January.

b. Planning GP Services

There was to be a workshop to help plan GP services on Thursday 30 November at the Littlebury Hotel at 6.30pm. The Clerk asked Councillors to let her know if anyone was able to attend.

c. Sunday Brunch Scramble – 7 January

The next scramble would be on 7 January. The residents' discounted tickets would be available shortly.

d. Bus shelter bin

The Clerk had received a complaint about people dropping litter at the bus stop. She would investigate the cost of a bin and installation and see if a local business might be prepared to sponsor it.

e. Aunt Em's Lane warning signs

The Clerk had reported the damaged Give Way warning signs at the junction with the Banbury Road.

19. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 17 January 2018 in the Chinnery Room of Fringford Village Hall at 7.30pm.

The meeting closed at 9.45pm

Signed

Dated